

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 04-07	Effective Date: 08/11/04	Revision Date: 5/11/11
Subject: Safety and Health Practices		

I. Policy Statement

Division staffs will follow basic safety and health procedures when providing services to juveniles. Juveniles and staffs in Division programs and facilities will be educated and trained regarding safety and health practices.

II. Rationale

The Division and staff have a responsibility to provide and maintain a clean, safe, and healthy environment for the juveniles in our care. Staff shall encourage and assist juveniles in the acquisition of appropriate health and hygiene skills.

III. Procedures

- A. A toilet and washbasin with hot and cold running water shall be available to juveniles in all Division programs or facilities twenty-four (24) hours a day.
- B. Juveniles shall have access to a shower or bath daily to facilitate appropriate personal hygiene.
- C. Juveniles shall have access to laundry service. Laundry services will be sufficient to provide clean clothes, bedding, linen, and towels to be changed at least weekly, or more often, where need dictates.
- D. Juveniles are expected to clean their personal and group living spaces daily to maintain high standards of cleanliness and safety. Adequate equipment and cleaning agents will be available, as needed. Juveniles are to be supervised by staff.
- E. The staff shall be responsible to provide general maintenance services, such as cleaning, routine checks for damage, and to oversee effective and efficient program or facility operations. The staff shall be responsible for work areas by keeping them clean and organized.
- F. Staff and juveniles responsible for the preparation and handling of food shall be in good health and free from communicable disease and open infectious wounds. They will have clean hands and fingernails, wear hairnets or caps, wear clean washable garments and employ hygienic food handling techniques. Staff or juveniles preparing food will be required to have a current food handler's permit and wear plastic rubber gloves.

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- G. All dishes and utensils will be washed and sanitized after use.
- H. To ensure food is fresh and maintains its nutritional value, food will be stored at appropriate temperatures and used within a reasonable period of time as outlined in the USDA Nutrient Standards for the Child Nutrition Program, managed through the Division Administrative Office. .
- I. Garbage will be taken out daily, or as needed. Garbage pick-up services will be utilized.
- J. Medical and dental services are available to juveniles in the custody of the Division to ensure good physical health is maintained. (See chapter 7 of the Policy & Procedure manual for specific policies and procedures related to medical and dental services.)
- K. If a contagious or infectious diseases is diagnosed, the facility/program medical staff or APD will coordinate with the local health department to determine the need for any immediate action, appropriate precautions and the provision of health education services.
- L. Juveniles will have clothing, which fits properly, is climatically suitable, and is in good repair. Clothes will be furnished either by the parent or the JJS facility/program, as required by rules as outlined in facility/program operations manuals. Juveniles will be instructed to dress appropriately, to be clean and neat, and will be encouraged to develop pride in their appearance..

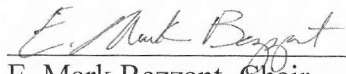
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IV. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

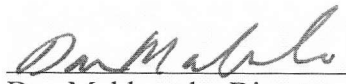
This Policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.



E. Mark Bezzant, Chair
Board of Juvenile Justice Services

5/11/11

Signature Date



Dan Maldonado, Director
Division of Juvenile Justice Services

5/11/11

Signature Date